

## **October 2008 Library Report - Division Summaries**

### **1. Materials Services:**

Staff continued to catalog new acquisitions (3793 for this month) and ensure that the catalog is accurate, while helping improve accessibility to materials and creating home locations for new formats. Staff attended In-service training day. Staff worked with vendors to ensure that all acquisition and processing specifications are correct for the fiscal year. Staff gave presentations to other libraries in Texas concerning automation. Staff attended presentation concerning RFID and the future of this technology. Staff had duties that aided the success of the Lone Star Storytelling Festival. Staff had been liaising with the Library Systems Coordinator ensuring that our systems are working correctly. *By Nigel Boeg, Asst. Dir - Materials Services*

### **2.a Public Services - Adult**

October was a busy month for Adult Services as many staff members assisted with preparations of the Storytelling Festival. Additionally, the remaining staff worked diligently to ensure there was coverage for all of our reference desks on the days of the events. Other programs this month were well attended including our computer classes and book clubs with a special Halloween program offered in our Reader's Choice Book Club. We also offered a program titled "Invest in Your Future: Take Control of Your Retirement." This program featured an expert from the field to talk about investing and retirement and was well received! Preparations for the upcoming year ensued as we are gearing up to provide more computer classes and programs. Adult staff continued to assist with museum work as staff members were scheduled to work on Friday evenings during the extended hours the museum is providing. Many of the adult staff also assisted with numerous hours of performing printing demonstrations for the FISD field trips to the museum. *By Rachel Dalton, Supervising Librarian*

### **2.b Public Services - Youth**

The month of October was busy and very exciting in the youth services department. We produced over 100 diverse and citizen focused programs. The staff recently acquired the early literacy training materials for "Every Child Ready to Read", a program produced by the American Library Association. The staff starts the internal training schedule in November. We continue to serve all the children and have continued to have record numbers in our attendance. We have had an incredible increase in our Teen Anime Club and the Teen Writers Club. The Lone Star Storytelling Festival served nearly 7,000 people over a two day festival that delighted citizens of every age with stories, music, puppetry and arts and crafts. Once again the teen advisory board (FAB) performed in the puppet tent, delighted our youngest citizens and their families. The 20 student storytellers also performed at the storytelling festival and delighted audience with their talent. Our collection development team has been busy ordering new materials and maintaining the collection. Some of the youth staff have been conducting Heritage Museum tours for the FISD 3<sup>rd</sup> graders. *By Mayra Diaz, Supervising Librarian*

### **2.c Public Services - Circulation**

Circulation continues to staff the Heritage Museum dedicating a minimum of 43 man hours per week and additional circulation staff was utilized this month conducting demonstrations for FISD tours. Staff assisted with preparation and setup for Lone Star Storytelling Festival. Library operation continues to be very high volume compared to the same month last year. The circulation work area remodel was completed, and area reorganization completed by staff. Last month 94% of new library cards were issued through the online system, which saves several minutes staff time per card. *By Adela Arteaga, Circulation Supervisor*

## **2.d Public Services - Frisco Heritage Museum**

Museum attendance has increased dramatically with the start of school tour groups. This month there were 28 schools that scheduled tours with a total of 1,542 attending the tours. Some of the school tours visited the museum gift shop as well. Additional staff was needed for printing demonstrations and for help in the gift shop. The museum is participating also in decorating for the upcoming Heritage Association holiday home tour. The tickets for the home tour are now available at the museum. *By Adela Arteaga, Circulation Supervisor*

**3. Library Technologies** In October the systems division implemented several patron-friendly system enhancements in the online catalog, simplifying finding, sorting, and reserving materials. We also worked closely with IT to prepare for the installation of the Sirsi Workflows test system. *By Gary Werchan, Systems Coordinator*